

7/27/98 (14000) (ASIB) Resp

07-RIN-0002700

NSC/Balding

3/28/98

NFM/B/Himes

OEP

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

FOIA requests are date-stamped and logged into the FOIMATS system by the FOIA Coordinator, OEP. The FOIMATS system assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are handcarried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials. Initial denials are prepared by the FOIA Coordinator for the signature of the appropriate Division Director.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. (Scope of request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. INCLUDE THE CONTROL SLIP when submitting to the FOIA Coordinator. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS system by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress. See attached headquarters guidance.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER

	Yes	Date	No	N/A
Program has responsive records	✓	11/2	—	—
Index of records releases and/or denied	✓	—	—	—
Counsel consulted re releasability of records	—	—	✓	—
Exemption cited for records denied 5 U.S.C. 552(b) <u>4</u>	✓	—	—	—
Copy(ies) of record(s) initially denied in program's files	✓	—	—	—
OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor	—	—	—	—
Business confidentiality determination applicable	—	—	✓	—
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim	—	—	✓	—

(over)



R00145529
RCRA RECORDS CENTER

Yes Date No N/A

Extension of "due date" requested 40 CFR 2.112(e)

____ (1) The need to search for and collect the requested records from offices that are physically distant from this office

____ (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request

____ (3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment:

Cost of processing request: Record search 1 hrs. @ 10.00 per 1/2 hr.; Record review 2 hrs. @ 10.00 per 1/2 hr.; copying 867 pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) _____.

Date of transmittal of records/information to OEP 11/2.

Person(s) responsible for gathering records/information (contact for response letter)

Alisa Haugen ARJD/RESP (913) 551-7877

Division Director (or designee) concurrence/signature X Haugen

EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS

SEE ATTACHED HEADQUARTERS INSTRUCTIONS

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE FOR ADMINISTRATIVE COSTS.

TOTAL HOURS: .5 HOURLY RATE: 14.83 TOTAL COST: 7.42

TOTAL HOURS: 2.5 HOURLY RATE: 26.16 TOTAL COST: 65.40

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

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TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

Freedom of Information Act Request

07-RIN-00027-00

Requestor: GEORGE JONES Request Date: 10/05/99
Company: DAMES AND MOORE Date Received: 10/08/99
Fee Category: Commercial Acknowledged: 10/08/99

Subject: SPECIFIED FACILITIES IN ST. LOUIS, MISSOURI 63120

Lead Office: 07-OEP

Assigned to: 07-APCO, 07-CNSL, 07-CRIB, 07-ER&R, 07-NFMB, 07-OEP,
07-RCAP, 07-SUPR

Original Due Date: 11/08/99 New Due Date:

Track: BASIC Fee Waiver Requested: NO

FIS Initials: EN

SPECIAL INSTRUCTIONS:

PROGRAMS, CNSL/BOLDING
PROVIDE INPUT, OEP SIGNATURE

REC'D BY:

DATE

ENT'D OCT 12 1999
Dr. Col Ind Inc
SBitt

redacted to remove nonresponsive information



DAMES & MOORE

A DAMES & MOORE GROUP COMPANY

721 Emerson Road, Suite 220
Saint Louis, Missouri 63141-6748
314 993 4599 Tel
314 993 4895 Fax

October 5, 1999

07-RIN-00027-00

U.S. Environmental Protection Agency
Region VII
FOIA Unit
726 Minnesota Avenue
Kansas City, Kansas 66101

ARTD/APCO/CRI/RCAD
CNSL/Bolding
SUPR/ERAR
NFM B/H.
OEP

Dear Sir:

Pursuant to the Freedom of Information Act please send me information pertaining to inspections, permits, violations, enforcement actions, etc. for the following sites: specified facilities in STL 63120

[Redacted block]

no
resp. docs
mo2210090088

3. St. Louis (EX) Ordnance Plant
4300 Goodfellow
St. Louis, Missouri (63120)

copy file
index

4. USDA OPHS Midwestern Lab
4300 Goodfellow B/105
St. Louis, Missouri (63120)

MO6123790002
Index

[Redacted block]

Please notify me of the cost before proceeding. If you need additional information or have questions regarding this inquiry, please contact me at (314) 993-4599.

Very truly yours,

DAMES & MOORE

George Jones
Senior Field Engineer

RECEIVED

OCT 08 1999

EPA-RGAD-EXPR
REGION VII